SECRET

OXC-3904 Copy\_2 of 4

## PAYMENT PLAN FOR SHELL OIL COMPANY, N. Y., N. Y.

All payments to the Shell Oil Company, pursuant to Contract Hos. SH-511 and SH-512, including interim and final payments for work and services performed for which vouchers have been submitted, will be accomplished as follows:

- 1. Interim and final vouchers submitted by the Shell Oil Company, will be certified for payment by the Comptroller.
- 2. Interim and final vouchers submitted by the Shell Oil Company, will be approved by the Contracting Officer.
- 3. U. S. Treasury Checks will be drawn in the amounts of authorized payment by the on-site Representative of the Chief Disbursing Officer, payable to Shell Oil Company, and mailed with a sterile form showing the appropriated contract number and in-voice (voucher) number(s) for which the check is in payment.
- 4. Checks will be transmitted to the Shell Oil Company, in double envelopes. The outer envelope will be addressed to:

Westport, Connecticut

25X1

| The return address will read:                              |             |
|--|-------------|
|  | 25X         |
| Washington 24, D. C.                                       |             |
| The inner envelope will be marked: "To be opened by only." | 25 <b>X</b> |
| CONCURRENCES:  |             |
| <u>/\$/</u>  | 25X         |
| Contracting Officer, OSA                                   |             |
| Security Officer, OSA                                      | 25X         |
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